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EMPLOYMENT ASSISTANCE FOR THE HANDICAPPED; A DIRECTORY OF FEDERAL AND STATE PROGRAMS TO HELP THE HANDICAPPED TO EMPLOYMENT.

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A directory of federal and state programs to help the handicapped find employment, this booklet also describes programs for the able-bodied. Contents included are (1) programs for people who need additional education, rehabilitation, or training before they can get a job, (2) programs for those who need a job and for communities that need to increase employment opportunities, and (3) programs which help sheltered workshops as well as small independent businessmen, inventors, and farmowners who may or may not be handicapped. For each program nature and purpose, eligibility requirements, and a source of further information are specified. (LE)

EMPLOYMENT ASSISTANCE FOR THE HANDICAPPED

A DIRECTORY OF FEDERAL AND STATE PROGRAMS TO HELP THE HANDICAPPED TO EMPLOYMENT

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THE PRESIDENT'S COMMITTEE
ON EMPLOYMENT OF THE HANDICAPPED
Washington, D.C. 20210

In these days of specialization, it's seldom easy to know "Where to go," "Who to see," or "What services are available." Preparing for employment, finding a job, locating assistance for certain kinds of work are difficult tasks for all of us—and, quite often, even more difficult for those who happen to be disabled.

To help the handicapped to employment, we have compiled this directory of Federal and State programs that provide services to all citizens who want to be self-supporting. Some of the programs are especially designed for the disabled, other programs are available to the able-bodied as well as the handicapped. The directory is a tool for those serving the handicapped as well as the handicapped themselves, their teachers, and parents.

We hope this directory will be the first step on the road to employment for many. Good luck!

Harold Russell

HAROLD RUSSELL,
Chairman,
The President's Committee.

EMPLOYMENT ASSISTANCE FOR THE HANDICAPPED

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PART I

WHERE TO GO FOR
GUIDANCE
EDUCATION
REHABILITATION
WORK EXPERIENCE

The programs in this section are designed for those who need additional education, training, or rehabilitation before they can qualify for a job.

Most of the programs are available to individuals applying on their own, but a few require the sponsorship of an organization, agency, or group before funds can be provided.

VOCATIONAL REHABILITATION—REHABILITATION SERVICES

Nature and Purpose of Program

This program provides funds to States on a matching basis to help them meet the costs of vocational rehabilitation services for physically or mentally handicapped persons having disabilities that are substantial vocational handicaps and can probably be enabled to work.

These services include diagnosis, comprehensive evaluation, counseling, training, employment placement; assistance in payment for medical and related services, prostheses, transportation to secure rehabilitation services, maintenance during rehabilitation, tools, equipment, supplies, other goods and services, and vending stands for handicapped persons; and assistance in establishing rehabilitation facilities and workshops.

Eligibility

Grants are made to the officially designated State vocational rehabilitation agencies of the 50 States, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands.

Appropriations are allotted to the States according to a statutory formula based on population and per capita income. The Federal share of matching funds is 75 percent.

Special matching funds are available at higher rates of Federal participation to State agencies for projects involving innovations of new or special services. Funds are also available for statewide planning to meet rehabilitation needs. In addition, grants can be made to State agencies or other nonprofit agencies for projects to expand vocational rehabilitation services.

For Information Contact

Vocational Rehabilitation Administration,
U.S. Department of Health, Education, and Welfare,
Washington, D.C. 20201

or: Local office of State Vocational Rehabilitation Agencies

AID TO THE PERMANENTLY AND TOTALLY DISABLED

Nature and Purpose of Program

This program provides grants to States for financial assistance, medical care, and social services for the permanently and totally disabled. It encourages the States to furnish rehabilitative services to help individuals attain or retain their self-support or self-care capability.

Eligibility

Grants are made to States. The program must be in effect statewide and administered or supervised by a single State agency. Federal conditions and provisions for individual eligibility must be covered in the State plan.

In general, "permanently and totally disabled" means that the individual has some permanent physical or mental impairment, disease, or loss that is not likely to improve and that substantially prevents him from engaging in useful occupations.

For Information Contact

Bureau of Family Services,
Welfare Administration,
U.S. Department of Health,
Education, and Welfare,
Washington, D.C. 20201

or: State Public Welfare Agency

YOUTH OPPORTUNITY CENTERS

Nature and Purpose of Program

This program provides individual counseling, testing, placement, and related services to all youth between the ages of 16 and 21.

The purpose is to help young people become employable through careful assessment of their personal assets and liabilities and appropriate referral to remedial education, rehabilitation, vocational training, work-training, and other programs; followed, as needed, by job development, placement, and followup services.

Eligibility

Anyone between the ages of 16 and 21 who applies for the services offered by the Youth Opportunity Centers.

For Information Contact

U.S. Employment Service,
Bureau of Employment Security,
Manpower Administration,
U.S. Department of Labor
Washington, D.C. 20210

or: Local State Employment Office

or: Youth Opportunity Center

BUREAU OF WORK PROGRAMS

Nature and Purpose of Program

This program provides Federal funds and technical assistance to nonpublic agencies or departments, and to private nonprofit organizations, other than political parties, for establishment of work-training programs for unemployed youths 16 through 21 years of age who need funds to continue or resume their education, or who need work experience to qualify them for full-time employment.

The Federal Government will defray up to 90 percent of the costs of these programs, including wages paid to enrollees. The sponsor's share of 10 percent or more may be in cash or in kind (facilities, equipment, services provided, and supplies). Enrollees may not be employed on projects involving construction, operation, or maintenance of any facility used or intended for use in sectarian or religious worship.

Eligibility

A State or local government agency or institution or organization such as a local school system, nonprofit hospital, community action group, settlement house, or parks and recreation agency may become a sponsor under the program.

Individuals 16 through 21 years of age who are permanent residents of the United States, members of low-income families, and in need of paid part- or full-time work training as a means of staying in or returning to school, or obtaining work experience to prepare them for full-time employment, may enroll.

For Information Contact

Bureau of Work Programs,
U.S. Department of Labor,
Washington, D.C. 20210

or: Local State Employment Office

257-978 O—67——2

JOB CORPS TRAINING CENTERS FOR YOUNG MEN AND WOMEN

Nature and Purpose of Program

The Job Corps is a residential program of vocational training, remedial education, and work experience. It is designed to equip youth from impoverished homes with the skills and attitudes needed to find and hold suitable employment and to be constructive citizens.

There are three kinds of residential centers: Conservation centers for 100 to 200 men located on parks, forests, and other public lands where corpsmen work on projects to conserve natural resources and to improve recreation facilities and participate in remedial education programs to upgrade reading and math skills; training centers for 1,000 to 3,000 men usually located on former military bases where corpsmen receive full-time training in specific occupational skills; and training centers for 250 to 350 women located in or near metropolitan areas providing vocational training, basic remedial education, and training in family management. Guidance and recreation programs are components of each type of center.

Eligibility

To be eligible, one must be a permanent resident of the United States, aged 16 through 21, from impoverished environments, unable to find suitable employment, have dropped out of school and have been out for at least 3 months or if a high school graduate, have a low educational achievement. Records of very serious or repeated criminal offenses are not accepted. The major medical rehabilitation of an individual is not within the mission of the Job Corps. However, it will enroll boys and girls with medical conditions and disabilities that do not present a serious hazard to the enrollee or others in the Job Corps or result in significant interference with the normal training and duties of an enrollee. Examples of medical conditions and disabilities that may be acceptable include: hearing loss up to 30 decibels; moderate limitation of joint motion or use of the extremities or spinal deformity; mod-

erate defects in visual acuity, including loss of eye; loss of hand or foot; epilepsy, controlled by medication; nondisabling emotional conditions; mild heart conditions.

For Information Contact

Job Corps,
Washington, D.C. 20506

HEALTH REFERRAL SERVICES FOR ARMED FORCES MEDICAL REJECTEES

Nature and Purpose of Program

This program provides funds to States to establish and operate referrals and counseling programs for young men rejected for military service for medical reasons at Armed Forces examining stations.

The purpose of the program is to inform young men of the reasons for medical rejection at the examining station, to counsel them concerning their need for health or rehabilitation services, and to refer them to appropriate existing private and public community care resources.

Eligibility

State Governors have designated a single agency in each State to contract with the Public Health Service to undertake this program. No other applicants are eligible to receive financial assistance for this purpose.

For Information Contact

Bureau of Health Services,
Public Health Service,
U.S. Department of Health, Education, and Welfare,
Washington, D.C. 20201

VOCATIONAL REHABILITATION OF SERVICE-DISABLED VETERANS

Nature and Purpose of Program

This program provides vocational rehabilitation training for service-disabled veterans. Program planning is individualized and makes full use of Veterans Administration resources. A counseling psychologist helps veterans select suitable employment objectives. Vocational rehabilitation specialists select appropriate training facilities and assist veterans while they are in training. Institutional training (both at college and below college level), individualized on-the-job training programs, special rehabilitation procedures such as homebound or sheltered workshop training, often in combination with one another, are used.

The Government pays all costs for training, tuition, books, supplies, and subsistence. Subsistence allowance is in addition to veterans' compensation payments. The subsistence allowance for institutional training ranges from $110 per month for a veteran without dependents to $175 per month for a veteran with two dependents. Additional payments of $5 per month for each dependent in excess of two are paid veterans whose disability rating is less than 50 percent. The comparable figures for veterans in on-the-job training programs are slightly lower.

Eligibility

Veterans who have served in the Armed Forces since September 16, 1940, are potentially eligible for vocational rehabilitation if all three of the following conditions are met: They incurred a service-connected disability in active service that entitles them to compensation, or would do so but for the receipt of retirement pay; they were discharged or released under other than dishonorable conditions; they are considered in need of vocational rehabilitation services by VA specialists.

World War II veterans who are seriously disabled are eligible for this program. Veterans who were disabled in service between July 26, 1947, and June 26, 1950, or since January 31, 1955, and whose disability ratings are less than 30 percent must have a

VOCATIONAL REHABILITATION OF SERVICE-DISABLED VETERANS—Continued

"pronounced employment handicap," resulting from a service-connected disability.

In view of the variability of individual situations and many determining factors, interested veterans should apply for individual evaluations.

For Information Contact

Veterans Administration Regional Office

VETERANS' RESTORATION PROGRAM

Nature and Purpose of Program

This program assists in restoring disabled veterans to more purposeful and independent living. It emphasizes the return to community life of disabled veterans, with special attention to the social and economic effects of illness and disabilities.

The primary goal is to return veterans to the community with employment. The secondary goal is placement of veterans in the community in a self-sustaining independent living situation that frees them from the immediate control and support of the institution. Physicians, nurses, social workers, psychologists, physical medicine, and rehabilitation therapists provide direct care services.

Eligibility

Any veteran who has received maximum benefits of VA hospitalization or domiciliary care is eligible. The medical staff responsible for his treatment and care determine his eligibility as a candidate for the restoration program. Final acceptance of all candidates for the restoration program will be the decision of the director, restoration program. If a patient is accepted but subsequently does not prove to be a suitable candidate or fails to realize his potential, he will be discharged to an appropriate VA facility.

For Information Contact

Director, Extended Care Service
Department of Medicine and Surgery
Attention: Chief, Domiciliary and
Restoration Center Division
Veterans Administration,
Washington, D.C. 20420

BOOKS FOR THE BLIND AND PHYSICALLY HANDICAPPED

Nature and Purpose of Program

This program provides library service to blind and physically handicapped residents of the United States and its Territories and to U.S. citizens temporarily domiciled abroad.

Braille books, recordings, and record players are loaned free of charge to eligible borrowers through 32 cooperating regional libraries and 54 machine-lending agencies. The book collections are similar in scope to those found in small public libraries. With the assistance of volunteers, tape-recorded, and hand-copied Braille books are produced to provide special interest materials.

Catalogs of books available in the regional libraries and information on national services and resources may be obtained from the Division for the Blind and Physically Handicapped.

Eligibility

Certification of blindess or physical disability sufficiently severe to prevent reading or using conventional printed materials may be made by competent authority such as doctors of medicine, ophthalmologists, optometrists, registered nurses, and professional staff members of hospitals, institutions, public health or welfare agencies, or in the absence of one of these, by a professional librarian.

For Information Contact

Division for the Blind and Physically Handicapped,
Library of Congress,
Washington, D.C. 20540

or: Local public libraries

TEACHING MATERIALS FOR THE BLIND

Nature and Purpose of Program

This program provides free instruction materials for blind pupils in elementary and secondary schools.

A congressional appropriation enables the American Printing House for the Blind to produce instruction materials for the use of blind students registered with the program. Over 40 percent of the production for this program is in Braille books, periodicals, and music. The balance is in large-type books, Braille slates, Braille writers, maps, mechanical instruction devices, talking books, and educational tapes.

Distribution of educational materials for the blind is based on annual reports on the number of blind students in each State, the District of Columbia, and the Commonwealth of Puerto Rico.

Eligibility

Agencies eligible for materials under this program include: Residential schools for the blind, State commissions for the blind conducting educational programs, adult rehabilitation centers for the blind offering formally organized courses, and tax-supported schools for the handicapped providing formal courses for the blind.

For Information Contact

Vice President and General Manager,
American Printing House for the Blind,
1839 Frankfort Avenue,
Louisville, Ky. 40206

257-978 O—67——3

AID TO THE BLIND

Nature and Purpose of Program

This program provides Federal grants to States to enable them to furnish financial assistance and medical care to needy blind persons and to stimulate the growth of rehabilitation and other services to help the blind attain or retain their self-support or self-care capability.

Eligibility

The program must be in effect statewide and be administered or supervised by a single State agency. Federal conditions and provisions for individual eligibility must be covered in the State plan.

For Information Contact

Bureau of Family Services,
Welfare Administration,
U.S. Department of Health, Education, and Welfare,
Washington, D.C. 20201

or: State Public Welfare Agency

CAPTIONED FILMS FOR THE DEAF

Nature and Purpose of Program

This program provides captioned films for the deaf by maintaining a lending library of films for eligible groups. Films are acquired by purchase, lease, or gift. State schools for the deaf and other agencies serving as local or regional centers distribute the films.

Captioned educational film depositories and feature film distribution centers throughout the United States can provide information on local groups which are using film under this program.

Eligibility

Groups of three or more deaf persons—clubs, schools, and other organizations—are eligible to borrow captioned films. Individuals may be certified as borrowers under special circumstances. Groups must guarantee to show the films only to deaf persons and not to charge admission.

For Information Contact

Captioned Films Branch,
Bureau of Research,
Office of Education,
U.S. Department of Health,
Education, and Welfare,
Washington, D.C. 20202

ADULT BASIC EDUCATION

Nature and Purpose of Program

This program represents an effort to teach illiterate people to read and write English; improve their ability to participate in occupational training programs and, in general, make them more capable of meeting their adult responsibilities.

The instruction at the local level strives to teach those taking part to read and comprehend at eighth grade level, to fill out employment forms, to write simple letters of inquiry, and to make out orders. They receive instruction in addition, multiplication, subtraction, and division, common and decimal fractions, reading of scales and units of measurement; and in speaking clearly in employment situations and understanding directions.

All 50 States, the District of Columbia, Puerto Rico, Guam, and the Virgin Islands are now participating in the program.

Eligibility

State educational agencies qualify for participation in the program, which is especially intended to benefit the following groups:

> The unemployed, persons eligible for public or private assistance, school dropouts over 18, persons rejected for military service for educational deficiencies, migrant workers, and members of minority groups, including those for whom English is not the primary language.

For Information Contact

Adult Education Branch,
Office of Education,
U.S. Department of Health,
Education, and Welfare,
Washington, D.C. 20202

or: Local superintendent of schools

WORK EXPERIENCE PROGRAM

Nature and Purpose of Program

This program seeks to raise the employability of needy adults, with emphasis upon unemployed parents of dependent children, including actual as well as potential recipients of public assistance. The program, which is social service related and family centered, provides a comprehensive range of work experience and training based on individual employability plans. Participants receive maintenance grants, adult basic education, vocational instruction, high school equivalency, work experience, supportive services related to employability, child day care, and medical care.

On-the-job training may be provided in the public and private sector in such occupations as nurse's aides, hospital orderlies, clerical and sales work, operation and maintenance of heavy equipment, laboratory aids, teacher and library assistants, and a wide range of service and trade occupations.

Federal funds pay up to 100 percent of the cost of a project. The funds are authorized by the Economic Opportunity Act.

Eligibility

Grants are made to a State public welfare agency for projects at the community level. Projects must be administered by the local public welfare agency, which is required to meet certain conditions and provisions.

Federal preference will be given to projects from communities with a high incidence of poverty; which demonstrate a knowledgeable approach to the problems of the unemployed; and which are coordinated with an existing community action program.

For Information Contact

Office of Special Services,
Bureau of Family Services,
Welfare Administration,
U.S. Department of Health, Education, and Welfare,
Washington, D.C. 20201

OCCUPATIONAL TRAINING IN REDEVELOPMENT AREAS

Nature and Purpose of Program

This program provides training and retraining of persons residing in designated redevelopment areas to qualify them for job opportunities created through economic redevelopment, public works projects, or existing job vacancies. Occupational training or retraining needs are determined by the Department of Labor in consultation with the Department of Commerce.

Training allowances may be paid to eligible trainees for up to 104 weeks. Transportation and subsistence allowances are available.

An area is designated a redevelopment area when there is substantial and persistent unemployment, or low family incomes, or an unusual or abrupt rise in unemployment. Certain Indian reservations are also designated redevelopment areas.

Eligibility

Unemployed and underemployed persons residing in designated redevelopment areas are eligible.

For Information Contact

Office of Manpower Policy,
Evaluation, and Research,
Manpower Administration,
U.S. Department of Labor,
Washington, D.C. 20210

or: Local State Employment Service Agency

MANPOWER DEVELOPMENT AND TRAINING

Nature and Purpose of Program

This program provides occupational training for unemployed and underemployed persons who cannot reasonably be expected to obtain appropriate full-time employment without training. Basic education may also be provided when required to enable trainees to undertake occupational training or to obtain employment. Training programs under the MDTA are conducted either in vocational schools; on the job, utilizing hired trainees; or a combination of both. Experimental and demonstration programs are also conducted to provide new approaches and innovative techniques in such matters as recruiting, counseling, training, and placement that may be translated into action programs.

The program provides training allowances for up to 104 weeks to eligible trainees, and transportation and subsistence allowances. The institutional allowance costs are paid by the Federal Government. On-the-job trainees are paid wages by employers.

Eligibility

Workers having priority for selection for training are: Unemployed workers (including members of farm families with less than $1,200 annual net family income); persons who are working below their skill capacity, substantially less than full time, or who will be unemployed because their skills have or will become obsolete; disadvantaged youth 16 through 22 years of age, who are out of school and in need of occupational training; persons who will be trained for skills needed first within the labor area in which they live, and second within the State where they live.

For Information Contact

Office of Manpower Policy,
Evaluation, and Research,
Manpower Administration,
U.S. Department of Labor,
Washington, D.C. 20210

or: Local State Employment
Service Agency

APPRENTICESHIP AND TRAINING

Nature and Purpose of Program

This program works directly with management and labor to develop, expand, and improve apprenticeship and on-the-job training for the skilled and semiskilled crafts and trades.

The program also trains the unemployed, the underemployed, and the mentally and physically handicapped.

Apprentices usually take related instruction at a local vocational or trade school. The starting wage is about 50 percent of the current journeyman rate, and increases as trainees advance. Wages for on-the-job trainees are based on local wage scales and usually increase with advancement.

Eligibility

Applicants for apprenticeship are usually between 17 and 21 years of age. Most program sponsors prefer high school graduates with a background in English, mathematics, and science. There is no age limit for applicants to on-the-job training programs.

Program sponsors may be an industry, association, or any other organization that is interested and has access to training facilities. (For example, the National Association for Retarded Children sponsors an on-the-job training program in cooperation with national retail chains.)

For Information Contact

Bureau of Apprenticeship and Training,
U.S. Department of Labor,
Washington, D.C. 20210

or: BAT Field Representatives located in all major cities

PART II

HOW TO FIND A JOB

This section includes two programs, both invaluable for those who need a job and for communities that need to increase employment opportunities.

PHYSICALLY AND MENTALLY HANDICAPPED—EMPLOYMENT SERVICE

Nature and Purpose of Program

This program, through a national system of about 2,000 public employment offices, provides direct employment and counseling services and assistance to physically and mentally handicapped persons seeking work, and cooperates with other community, State, and Federal agencies in serving the handicapped.

The Employment Service provides any or all of the following services, as necessary, to place a handicapped person in suitable employment: Appraisal of employment capacities; employment counseling; referral for other services, such as training or physical restoration; selection and employment referral; preparation for interview; job development and job modification; placement, and followup.

The program also seeks to improve employment opportunities for the handicapped through promotional and educational activities directed toward employers and labor organizations and through public information activities.

Eligibility

Physically handicapped and mentally restored or mentally retarded persons who are qualified to work are eligible for these special services.

For Information Contact

U.S. Employment Service,
Bureau of Employment Security,
Manpower Administration,
U.S. Department of Labor,
Washington, D.C. 20210

or: State Employment Service Agency or Local State Employment Office

COMMUNITY EMPLOYMENT DEVELOPMENT

Nature and Purpose of Program

This program stimulates and supports community efforts to expand employment opportunities. Technical assistance, manpower employment, and wage information are provided to local and statewide economic development groups. Reemployment services are provided to individuals and groups affected by employment dislocations such as those caused by plant closings, technological changes, and closing of military installations.

In rural areas remote from local State employment service offices, mobile teams extend employment services to rural people and work with community development groups in formulating programs to expand employment opportunities. Interviewing, counseling, testing, and job development services are provided to individuals. The team also helps local leaders to analyze area employment problems, to prepare manpower and economic resource reports, and to initiate projects of community assistance, including various training and youth employment programs.

Eligibility

Any individual or community group concerned with maintaining or expanding employment opportunities may seek assistance.

For Information Contact

U.S. Employment Service,
Bureau of Employment Security,
Manpower Administration,
U.S. Department of Labor
Washington, D.C. 20210

or: State Employment Service Agency

PART III

HELP FOR
SMALL BUSINESSMEN
SHELTERED WORKSHOPS
INVENTORS
FARMERS

This section describes programs that can assist sheltered workshops as well as independent small businessmen and farmowners who may or may not be handicapped.

ECONOMIC OPPORTUNITY LOANS

Nature and Purpose of Program

This program provides loans and management assistance to individuals who want to establish or expand a business.

The program is divided into two parts—EOL I and EOL II:

EOL I is designed to aid businessmen whose incomes provide them and their families with only a marginal existence. The maximum EOL I loan is $15,000.

EOL II is designed to aid people above the poverty level who want to establish or expand a business but have been unable to do so because of a lack of equal opportunity. The maximum EOL II loan is $25,000.

All loans have a maximum maturity of 15 years and are available through 73 SBA offices in every State.

Eligibility

To be eligible for EOL I a person's income must be below the level required to provide him and his family with a marginal existence. Preference for EOL I loans will be given to individuals already in business, but applicants for new businesses will be considered when these provide opportunities not traditionally available to the disadvantaged or if they fill an economic need in the community.

To be eligible for EOL II an applicant must demonstrate strong managerial ability. Anyone eligible for a regular SBA loan or EOL I is ineligible for EOL II.

A small business is one that is independently owned and operated and is not dominant in its field. More specific criteria defining a small business are established by the Small Business Administration.

For Information Contact

Small Business Administration,
Washington, D.C. 20416

or: Small Business Administration Field Offices

MANAGEMENT AND TECHNICAL ASSISTANCE TO SMALL BUSINESSES

Nature and Purpose of Program

This program provides management and technical assistance to small businesses and, in some cases, community groups and development companies to help them adjust to and profit from changes in the business environment.

This assistance includes:

1. Workshops for prospective small business owners.
2. Management counseling, including SCORE (Service Corps of Retired Executives).
3. Management courses, conferences, and clinics.
4. Publications to assist in management of small businesses.

Eligibility

Small businessmen, potential small businessmen, sheltered workshops, and, in some cases, members of community groups and develope nt companies are eligible.

A small business is defined as one that is independently owned and operated and is not dominant in its field. More specific criteria defining a small business are established by the Small Business Administration.

For Information Contact

Small Business Administration, Washington, D.C. 20416

or: Small Business Administration Field Offices

SMALL BUSINESS FINANCIAL ASSISTANCE PROGRAM

Nature and Purpose of Program

This program provides participation loans in which the Small Business Administration (SBA) joins with a bank or other private lending institution, direct loans when a participation loan cannot be arranged, and assistance to individual small businesses in obtaining private financing.

This program includes special low-interest loans that are available to small businesses that have been physically displaced by federally aided urban renewal, highway, and other construction programs.

Loans may be used for business construction, conversion, or expansion; purchase of equipment, facilities, machinery, supplies, or materials; and for working capital.

Loans will not be granted when their use is contrary to certain SBA stipulations.

Eligibility

A small business is one that is independently owned and operated and not dominant in its field. More specific criteria defining a small business are established by the Small Business Administration.

For Information Contact

Small Business Administration, Washington, D.C. 20416

or: Small Business Administration Field Offices

SMALL BUSINESS INVESTMENT COMPANY PROGRAM

Nature and Purpose of Program

This program provides for financial assistance, licensing, and regulation of privately organized and operated Small Business Investment Companies (SBIC) to make long-term capital available to small business.

The SBIC may finance a small business by any of the following methods or combination of methods:

1. Purchasing debentures that are convertible into a small firm's stock.
2. Purchasing capital stock in small businesses with or without warrants to purchase additional stock.
3. Purchasing debt securities with or without warrants to purchase stock.
4. Making long-term loans to the business.
5. By any other acceptable instrument of equity financing.

Eligibility

SBIC, chartered under State law, and licensed by Small Business Administration (SBA) are eligible to borrow from SBA for the purpose of providing financing to small business concerns as defined by SBA.

For Information Contact

Small Business Administration, Washington, D.C. 20416 or: Small Business Administration Field Offices

EMPLOYMENT SERVICE—INDUSTRIAL SERVICES

Nature and Purpose of Program

This program provides technical assistance to employers and other organizations in applying occupational analysis and classification and job market information, techniques, and methods to help them solve work force problems of selection, development, utilization, and stabilization.

Technical assistance to employers is provided by occupational or job market analysts of the State employment service to assist employers in improving utilization of skills and potentialities of workers, particularly beginners; assist in reducing excessive turnover and absenteeism to improve work force stabilization; assist in reducing problems of worker recruitment, selection, and assignment; and assist in developing manpower resources needed for technological advancement and economic expansion, or for national emergencies.

Eligibility

Any employer requesting assistance is eligible.

For Information Contact

U.S. Employment Service,
Bureau of Employment Security,
Manpower Administration,
U.S. Department of Labor,
Washington, D.C. 20210

or: State Employment Security Agency
or: Local State Employment Office

JOB MARKET INFORMATION

Nature and Purpose of Program

This program provides information on employment and unemployment conditions in States and local areas for certain industry groups and for specific occupations and job functions. Occupational analysis produces the tools through which worker skills and talents may be analyzed and job functions identified, defined, codified, and consequently made useful for both data collection and analysis. Information is published on employment and unemployment conditions in individual localities, the nature of local and/or statewide shortages and surpluses in specific occupations, and the job market situation in particular industries. Additional information on manpower training needs is available in unpublished form.

Eligibility

All community, civic, State, local, and Federal agencies, employer associations, trade union organizations, research groups, teachers, counselors, guidance personnel, individual employers, and workers may use job market information developed through this program. Information useful for manpower planning, training, guidance, and testing programs is regularly provided to educational systems, for community planning, and other community groups.

For Information Contact

U.S. Employment Service,
Bureau of Employment Security,
Manpower Administration,
U.S. Department of Labor,
Washington, D.C. 20210

or: State Employment Security Agency
or: Local State Employment Office

STATISTICAL DATA FOR SMALL AREAS

Nature and Purpose of Program

This program provides information to anyone seeking small area statistics, for example someone who wants to survey the market before starting a new business.

Information is available from the 1950 censuses of population and housing on the size of the population of census tracts or other small areas, and on the social, economic, educational, and housing characteristics of persons and families in the areas.

Additional tabulations may be obtained for census tracts, neighborhoods, or combinations of enumeration areas. Copies of certain data for small areas from the 1960 census are available for use in local research projects. Special censuses and sample surveys of communities may be conducted for local authorities at their cost who need current data for small areas.

Consulting services in the design and execution of local research projects are also available.

Eligibility

All interested persons and groups are eligible.

For Information Contact

Director, Bureau of the Census,
Washington, D.C. 20233

FEDERAL PROCUREMENT ASSISTANCE

Nature and Purpose of Program

This program is designed to locate sources interested in competing for Federal contracts. This is done by assisting large, small, or nonprofit firms in their efforts to participate in Federal procurement as prime or subcontractors.

Department of Defense procurement offices are located in many cities throughout the United States. At each of these offices there is a Small Business-Labor Surplus Specialist to provide information and guidance on Defense procurement policies and procedures. Information concerning other Federal agency procurement may be obtained from the buying agency or from field offices of the Small Business Administration, General Services Administration, and Department of Commerce.

In cooperation with the President's Committee on Employment of the Handicapped, the Department of Defense has published a directory of sheltered workshops—where they are, and the products or services they provide. These have been distributed to procurement officers to supplement their lists of sources for possible solicitation. In addition, successful defense prime contractors are encouraged to solicit bids from workshops for subcontracts.

Eligibility

Any sheltered workshop, small business, or any firm in a labor surplus area is eligible for this program.

For Information Contact

Mr. Albert C. Lazure, Director,
Small Business and Economic Utilization Policy,
Room 3D 777, Pentagon,
Washington, D.C. 20301

or: The Small Business-Labor Surplus Specialist at any DoD Procurement Office, or Field Offices of the Federal Agencies mentioned above

STATE INVENTION PROGRAMS

Nature and Purpose of Program

This program seeks to create more jobs through new or expanded production and distribution by bringing to light new inventions, products, and processes. While the State invention programs may take several forms, the one that is growing in favor is the State Invention Exposition.

The exposition involves a 2- or 3-day meeting that brings together inventors, patent owners, manufacturers, distributors, and investors for the purpose of negotiating the sale or license of patents and arranging for production and distribution of new inventions and products. It also provides educational functions that enable the inventor to visualize and cope with the many problems he will face in promoting his inventions.

Eligibility

The program is usually carried forward through the State economic or industrial development commission. In some instances the State agency manages the whole program. Other organizations, such as a local chamber of commerce, a State chamber of commerce, or a State, may serve as cosponsors.

For Information Contact

Office of Invention and Innovation,
National Bureau of Standards,
Washington, D.C. 20234

FARMERS HOME ADMINISTRATION—OPERATING LOANS

Nature and Purpose of Program

This program provides operating loans and technical management assistance to operators of not larger than family farms to assist them in making adjustments and improvements in their farm and home operations.

Loans may be used to:

1. Buy livestock and equipment
2. Pay operating expenses
3. Refinance debts
4. Finance recreational enterprises that will supplement income
5. Produce trees and other forestry products
6. Produce fish under controlled conditions
7. Purchase membership and stock in farm purchasing, marketing, and service-type cooperatives and certain recreational cooperatives.

Loans are used only for items that are essential to the success of the proposed operations.

Eligibility

An applicant must:

1. Have a farm background and the experience or training needed to be successful in the proposed operation
2. Possess the character, industry, and ability to carry out the proposed operation
3. Manage and operate the farm
4. Be unable to obtain sufficient credit elsewhere at reasonable rates and terms
5. Be a U.S. citizen of legal age
6. After the loan is made, be an owner or tenant operating a not larger than family farm.

For Information Contact

Farmers Home Administration,
U.S. Department of Agriculture,
Washington, D.C. 20250

or: County Farmers Home Administration Office

FARMERS HOME ADMINISTRATION— LOANS TO RURAL FAMILIES WITH SMALL INCOMES

Nature and Purpose of Program

This program provides direct loans to low-income farm and nonfarm rural families who need capital to improve their earnings but are unable to obtain credit elsewhere at reasonable rates and terms. Loans to farm and nonfarm families living in the country or in small towns (5,500 population or less) may be used to finance small businesses, trades, or services such as well-drilling, carpentry, trucking, and other income-producing activities. Loans to farmers may be used to buy livestock and farm equipment; to buy an interest in cooperatively used equipment; to develop water supplies, farmland, and buildings; to buy operating materials; or to pay farm operating expenses.

The total amount loaned to any one family may not exceed $2,500 and will be limited to the family's needs and ability to repay. The maximum loan term is 15 years at 4⅛ percent interest per annum on the unpaid balance. The loan must be secured by a promissory note and a loan agreement. Loans will be accompanied by technical and management assistance.

Eligibility

Farm families may obtain loans to finance agricultural enterprises. Farm and nonfarm families living in the country or small towns with populations not exceeding 5,500 may obtain loans for small businesses, trades, or services.

Any applicant must have limited resources, an income that is too low to cover basic family needs, be unable to obtain the necessary credit elsewhere, and must be able to repay the loan. For nonfarm enterprises, evidence must be furnished that the intended service or product is not being adequately supplied by others in the community.

For Information Contact

Farmers Home Administration,
U.S. Department of Agriculture,
Washington, D.C. 20250

or: County Farmers Home Administration Office

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